

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

Correction Slip

The 7th February, 2023

No. 190 Rules/II.D4.— Pursuant to formulation of ‘Model Rules on e-filing’ by Hon’ble E-Committee, Supreme Court of India, sent *vide* letter dated 24.06.2020, Hon’ble the Chief Justice and Judges of this Court have been pleased to make ‘**The Electronic Filing (E-Filing) Rules**’ to be inserted as Part-J of Chapter 1 of the Rules and Orders of Punjab and Haryana High Court, Volume-V as under :-

THE ELECTRONIC FILING (E-FILING) RULES

In exercise of powers under Articles 225 and 227 of the Constitution of India and all other powers enabling it in this behalf the High Court of Punjab and Haryana at Chandigarh makes the following rules:

1. Nomenclature

These rules will be called ‘THE ELECTRONIC FILING (E-FILING) RULES’.

2. Applicability and Commencement:

These rules will be applicable to the High Court of Judicature at Punjab & Haryana and to the Courts and Tribunals over which it has supervisory jurisdiction.

These Rules shall come into force from the date of notification in the official gazettes of Punjab, Haryana and U.T. Chandigarh.

These Rules will apply to on-line e-filing and e-filing through Designated Counters and facilities provided for e-filing, including e-Service Centres. The rules will apply to such categories of cases or proceedings as would be notified by the High Court. These Rules amend and consolidate the existing Rules and Practice Directions except in the matter of filing hardcopies till the issuance of appropriate direction on creation of paperless court.

3. Definitions

- 3.1 **Action:** includes all proceedings instituted in the Court or Tribunal such as suits, petitions, criminal complaints, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases, caveats, miscellaneous cases, cancellation or untraced reports, reports under Section 173 of Code of Criminal Procedure, 1973 and interlocutory applications.
- 3.2 **Administrator:** means in case of High Court, the Registrar (IT) or an officer appointed by the Chief Justice and in case of District Court, the officer or official appointed by the District and Sessions Judge concerned, for administering and dealing with matters connected with or relating to e-filing.
- 3.3 **Bench:** means and includes one or more Judges assigned to adjudicate upon Actions or the presiding officer of the Court or Tribunal as the case may be.
- 3.4 **Chief Justice:** means the Chief Justice of High Court of Punjab & Haryana at Chandigarh.
- 3.5 **Physical Filing:** means Actions and pleadings filed as hard copies.
- 3.6 **Designated Counters:** means and includes those counters that may be included in **Appendix-I** from time to time.
- 3.7 **District Courts:** means and includes the courts established and functioning under the control and supervision of the High Court.
- 3.8 **District and Sessions Judge:** in relation to these rules means the District & Sessions Judge of the district concerned.
- 3.9 **Electronic Filing (e-filing):** means e-filing as prescribed through the Internet (at the web portal of the Court) and through the internet/intranet at Designated Counters, unless the context requires otherwise.
- 3.10 **Evidence:** means and includes evidence as defined under the Indian Evidence Act, 1872.
- 3.11 **High Court:** High Court means the High Court of Punjab & Haryana at Chandigarh.
- 3.12 **Objections:** means and includes deficiencies and errors pointed out by the Registry/office in relation to the Actions instituted in the Court or Tribunal.
- 3.13 **Opposite Party:** means defendant(s), accused, respondents, judgment debtor(s) and non-applicant(s).
- 3.14 **Party:** means caveator(s), appellant(s), plaintiff(s), petitioner(s), decree holder(s), complainant(s) and applicant(s).
- 3.15 **Pleadings:** means pleadings filed in support or defence of an Action including replication, affidavits, additional affidavits and supplementary affidavits.

- 3.16 **PDF:** means an electronic document filed in a portable document format.
- 3.17 **PDF/A:** means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.
- 3.18 **Registry:** in case of High Court means the Registry of High Court and in case of District Courts/Tribunal means the office of District and Sessions Judge/Tribunal.
- 3.19 **Statement of Defence:** means and includes written statements, replies, counter-affidavits and additional or supplementary affidavits.
- 3.20 **Technical failure:** means a failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility of submitting a file electronically. Technical failure does not include malfunctioning of the equipment of the person submitting an e-file.
- 3.21 **Third Party:** means and includes any person or entity seeking to become a party or to intervene in an Action.
- 3.22 **Working Day:** means and includes a day when the Registry/office of the Court or Tribunal is working under the Calendar published or as directed by the Court.

4 General Instructions: Following or as may be prescribed by the Chief Justice:-

- 4.1 On-line e-filing in High Court or District Court shall be made by visiting the web portal of the Court, namely <https://efiling-phc.ecourts.gov.in/> or by clicking on e-filing link on the official website of High Court.
- 4.2 Except as provided in these Rules, Actions, whether in fresh, pending or disposed of cases, will be filed electronically by an advocate or litigant in-person from their home, office or other remote location in the manner provided in these Rules.
- 4.3 Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose, upon payment of charges, if any prescribed by the High Court.
- 4.4 The size of the e-file should not exceed the limit as prescribed on web-portal from time to time. In case the file size exceeds the prescribed limit, the Advocate or litigant should visit any one of the Designated Centres for enabling e-filing through the intranet.

5 Steps for Registration

- 5.1 Persons other than Advocates and litigants in-person who are already registered on the Court web portal will take the following steps to register themselves:
 - (i) Advocates**
 - (a) Should visit the web portal (<https://efiling-phc.ecourts.gov.in/>) to view the form.
 - (b) Click the registration link. Select the option of 'Advocate'.
 - (c) Fill the form with requisite details.
 - (d) Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in PDF format only).
 - (ii) Litigants in-person**
 - (a) Should visit the web portal (<https://efiling-phc.ecourts.gov.in/>) to view the form.
 - (b) Click the registration link. Select the option of 'Party in-person'.
 - (c) Fill the form with requisite details.
 - (d) Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only).
- 5.2 Litigants in-person shall submit an affidavit/undertaking that they have not engaged an Advocate in the Action. A litigant in-person, who subsequently engages an Advocate, shall make an application before the Administrator for transferring the data in respect of the Action to the Advocate's account. Once the Administrator allows the application, the data in the Action shall be transferred in the user account of the Advocate. The litigant in-person will not be in a position to modify the data of the subject Action, without the permission of the Administrator.
- 5.3 A login ID will be allotted on the next working day if the application is found complete in all respects. The procedure for registration is set out in **Appendix-II**.

6 Frame of Pleadings

All the pleadings of the parties should be in accordance with Rules and Orders of the Punjab & Haryana High Court and the instructions issued from time to time by the High Court.

7 Formatting

- 7.1 All the original typed text material including notice of motion, memorandum of parties, main petition or appeal, interlocutory application(s), reply, status report, affidavit, documents, will be prepared as per Rules and Orders of Punjab and Haryana High Court rules and orders and the instructions issued from time to time by the High Court.
- 7.2 The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format PDF/A using any PDF converter or in-built PDF conversion plug-in provided in the software.
- 7.3 A document which is not a text document and has to be enclosed with the Action, should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 9.1 is set out in **Appendix-III**.

8 Digital Signatures

- 8.1 The PDF document shall be digitally signed either by the parties and/or by their Advocate. The digital signatures shall be appended on such places on the PDF document as prescribed under the extant rules. If neither the party nor the Advocate who has been engaged possesses a digital signature, a print out of the Action shall be physically signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.
- 8.2 A List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures is set out in **Appendix-IV**.
- 8.3 A litigant in-person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by e-Sign based on Aadhaar authentication.

9 Dos and Don'ts

- 9.1 The text documents and scanned documents set out in clauses 7.3 and 8.1 should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry. The procedure in this behalf is set out in **Appendix-V**.
- 9.2 The merged documents should be uploaded at the time of on-line e-filing. Screenshots of the manner of accessing the on-line e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits and evidence in a pending case are set out in **Appendix-I**.
- 9.3 Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or litigant in-person.
- 9.4 In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value.
- 9.5 Special Characters are not allowed while e-filing Memo of Parties and Advocate remarks.
- 9.6 Document Binary File Name Standards

The following special characters are not allowed in a file name:

- A quotation mark ("")
- A number sign/Pound (#)
- Per cent (%)
- Ampersand (&)
- Asterisk (*)
- Colon (:)
- Angle brackets (less than, greater than) (<>)
- A question mark (?)
- Backslash ()
- Forward slash (/)
- Braces (left and right) ({} {})

- Pipe (|)
- A tilde (~)
- The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

File names should not exceed 45 characters in length, including spaces. Single space must be counted as one character each.

9.7 On-line e-filing shall not be watermarked or encrypted. The e-filed documents shall not contain any virus, malware, spam-ware, trojan horse or the like. All the e-filed documents shall be legible and free of markings, track changes or annotations.

10 Payment of Court Fees/Other Charges

Court fee and other charges can be paid either electronically by purchase on the on-line facility provided by the authorised agency or from the Designated Counters provided for the purpose in the High Court and District Courts or from any authorized court fee vendor. The Transaction ID provided upon payment of court fee and other charges is required to be entered in the appropriate field at the time of on-line e-filing.

11 Retention of Originals

11.1 Originals of the documents that are scanned and digitally signed by the Advocate or the litigant in person at the time of e-filing should be preserved, for production or inspection, as may be directed by the Bench.

11.2 The signed vakalatnama, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved, at least, for two years till after the final disposal of the Action. Final disposal shall include disposal of the Action by the superior appellate court.

11.3 Notwithstanding anything above, the following documents will have to be preserved permanently: -

- (a) A Negotiable Instrument (other than a cheque) as defined in Section 13 of The Negotiable Instruments Act, 1881 (26 of 1881).
- (b) A Power-of-Attorney as defined in section 1A of the Powers-of- Attorney Act, 1882 (7 of 1882).
- (c) A Trust as defined in Section 3 of The Indian Trusts Act, 1882 (2 of 1882).
- (d) A Will as defined in Clause (h) of Section 2 of The Indian Succession Act, 1925 (39 of 1925) including any other testamentary disposition by whatever name called.
- (e) Any contract for the sale or conveyance of immovable property or any interest in such property.
- (f) Any other document as may be directed by the Bench.

11.4 The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed scanned copies of the document.

12 Access to the Electronic Data of the Action

Free of cost access will be available to authorized person(s) to data e- filed by any of the parties to the specific Action, as is presently being provided in pending Actions. This facility shall be in addition to the procedure of obtaining certified copies.

13 Exemption from e-filing

Exemption from on-line e-filing of the entire pleading or a part of the pleadings and/or documents may be permitted by the Bench upon an application being made for that purpose in the following circumstances:-

- (i) where on-line e-filing is for reasons set out in the application not feasible; or
- (ii) where there are concerns about confidentiality and protection of privacy; or
- (iii) where the document cannot be scanned or filed electronically because of its size, shape or condition; or
- (iv) where the on-line e-filing portal is either inaccessible or not available for some reason; and/or
- (v) for a just and sufficient cause.

14 Service of Electronic Documents

In addition to the prescribed mode of service, notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry officials to the e-mail address of the advocates or parties, if available. E-mail IDs of Registry officials will be published on the Court website to enable the recipients to verify the source of the e-mail.

15 Computation of Time

- 15.1 Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time and hardcopy thereof (if required) be provided within the prescribed time. The date of e-filing will be taken as that date when the Action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time (IST) will apply.
- 15.2 E-filing through Designated Counters will be permissible up to 1600 hours on any court working day. On-line e-filing carried out after midnight i.e. 2400 hours of the day, will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed on a day declared as gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, on-line e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided herein above.
- 15.3 The facility for on-line e-filing through the web portal shall be available during all twenty four hours of each day, subject to breakdown, server downtime, system maintenance or such other exigencies. Where on-line e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-filing between working hours on court working days or take recourse to physical filing. No exemption from limitation shall be permitted on the ground of a failure of the web based on-line e-filing facility.
- 15.4 Provisions for limitation governing on-line e-filing will be the same as those applicable to physical filing. The period of limitation for such actions will commence from the date when e-filing is made as per the procedure prescribed in these Rules.

16 Procedure for Filing Caveat

All caveats can be filed on-line. The procedure for this purpose is set out in **Appendix-VI**.

17 Hard Copies of Pleadings and Documents filed Electronically

Advocates, as well as parties, may print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere. The Registry will whenever required prepare hard copies for official use.

18 Storage and Retrieval of e-filed Documents and Pleadings

E-filings will be stored on an exclusive server maintained under the control and directions of the Court. Each such filing will be separately labelled and encrypted for facilitating easy identification and retrieval. The security of such filings will be ensured.

Access to e-filings would be restricted in the manner provided herein above and as may be notified from time to time. For continuity of operations in case of disaster, natural calamity or breakdown, a mirror image of e-filings available on the servers located in the Court may be maintained at different geographical locations, as decided from time to time by the Court.

19 Residuary provisions

- 19.1 The e-filing made by an Advocate/litigant in-person will be rejected if they do not follow the protocol mandated by these Rules or practice directions.
- 19.2 Subject to such further directions as may be issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents by e-mail. In such an eventuality, hard copies of pleadings and documents will have to be provided to the opposite party. In such circumstances, the plaintiff/petitioner can be called upon to deposit the charges calculated on the basis of the number of pages per defendant/respondent which are required to be photocopied. This facility will be provided by the Registry on a written request being made by the defendant(s)/respondent(s).
- 19.3 The Registry will communicate the objections, if any, regarding the cases filed by e-mail/SMS/web hosting to the concerned Advocate/litigant in-person. After the objections are cleared the case will be processed for listing and the Advocate/litigant in-person will be informed including by e-mail/SMS.

20 General Caution

E-mail is not a secure medium of communication. Any communication transmitted by e-mail can be intercepted or read by a third party. An Advocate or litigant in-person seeking to transmit confidential or sensitive document/material shall approach the Registry or requisite assistance/advice.

Appendices

APPENDIX-I	Screenshots showing the procedure for accessing the on-line portal, electronic filing of documents and list of Designated Counters.
APPENDIX-II	Screenshots showing the procedure for registration.
APPENDIX-III	Screenshots showing the procedure for converting a document into an OCR searchable PDF.
APPENDIX-IV	Screenshots showing the procedure for appending single or multiple digital signatures.
APPENDIX-V	Screenshots showing the procedure for book-marking.
APPENDIX-VI	Screenshots showing the procedure for filing Caveat.

A STEP BY STEP GUIDE FOR EFILING

(efiling for High courts & District Courts of India)



**Circulated by
e committee
Supreme Court of India**

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A Step by Step Guide for E-filing

(For High courts & District Courts of India)

1.1. Introduction

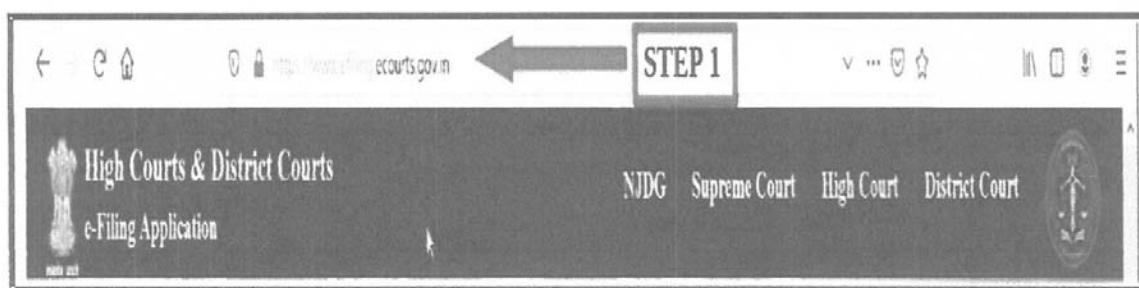
Welcome to the digital world of E-filing of High courts /District courts of India and this user guide will help you with step by step how to efile your case in the online efiling portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Office and And join the new band of **DIGITAL ERA ADVOCATE** .

1.2. Getting Started

- Before starting efiling confirm and ensure the following details:
- You must be a registered Advocate in www.efiling.ecourts.gov.in
- If you are not a registered Advocate, immediately register today in the efiling portal by watching our helpline tutorial/manual.
- To Watch the Help video / manual click on this hyperlink <https://efiling.ecourts.gov.in/help>.
- Unless you are a registered user you cannot efile a new case
- Keep your registered user name and Password ready. Lets start efiling a new case
- Lets start e filing a new case .

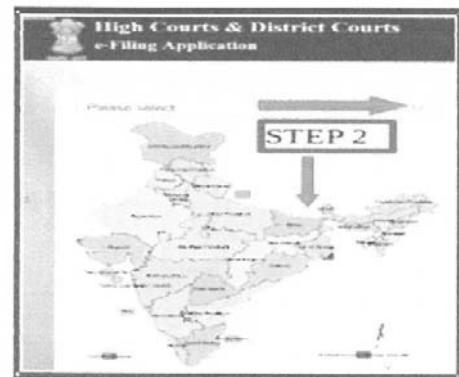
1.3 E.Filing portal www.efiling.ecourts.gov.in/ [https://efiling-phc.ecourts.gov.in/](http://efiling-phc.ecourts.gov.in/)

Type (www.efiling.ecourts.gov.in/ OR [https://efiling-phc.ecourts.gov.in/](http://efiling-phc.ecourts.gov.in/)) in your browser you will reach the filing online portal.



1.4. Select your< state>

- (i) by clicking on the drop list (or)
- (ii) by clicking the state directly from the India map



1.5. Login

- Type the login id and password
- Enter the captcha
- Click on **LOGIN** button.

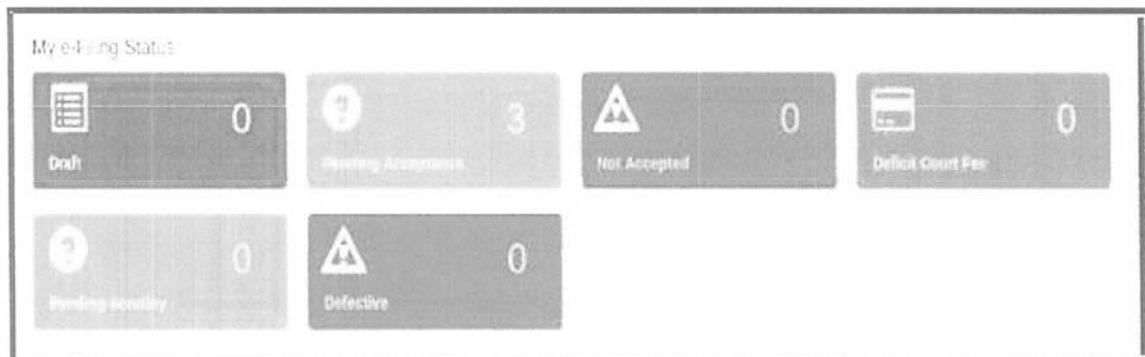
1.5.1 Forgot password :

If you forget your password or User-Id, you can click on the same and can enter your 10 digit mobile number or valid email id which you had registered with e Filing Portal at the time of Registration and then rest your password..

1.6. Dashboard :

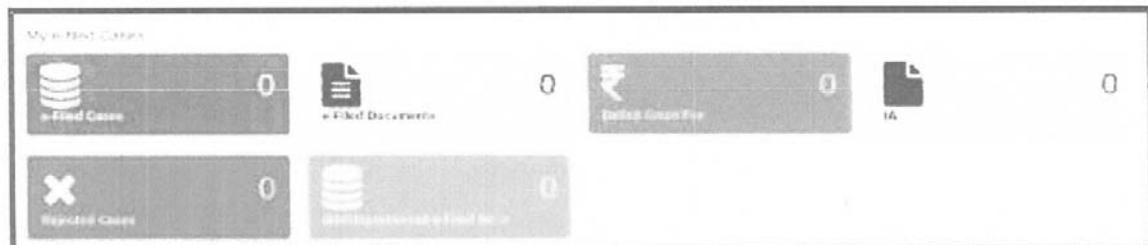
Dash board is the most important page from where you can keep track of the e filed cases digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by one.

1.6.1. My e filing status:



The e filing status shows the cases pending for acceptance , the cases not accepted, cases which have deficit court fees the cases pending for scrutiny and which are defective. There is another wonderful option under Draft where you can store all your drafts which are ready for e filing .

1.6.2 My e filed cases:



Under e filed cases you can see your list of e filed cases, e filed documents, deficit court fee paid, the list of Interlocutory Applications(IA), the list of Rejected Cases, the list of Idle/Unprocessed e-Filed cases. So once you e file your case you can keep track of the case digitally using dashboard option without even visiting the court complex.



1.7. New case option:

After you login, you will be welcome d by the dashboard with the filing menu list on the left hand side . In the e filing menu list Click on 'New Case' Option under the dash board which will take you to the form where to file the case .

1.8. Where to file High court /Lower court:

After Choosing the new case option in the dash board page you need to select where you are going to file the case whether in the

HIGH COURT LOWER COURT

High court or in the Lower court . For filing in the High court choose the radio button for High court and for filing in the lower court choose the radio button of the lower court option . And fill the following details through drop box i.e High court , civil or criminal ,Matter Type, Case Type , and whether it is MACT case or not and whether it is an ordinary or Urgent matter. In case of lower court choose the State, the District, the Court Establishment in addition to the above particulars.

Check all the particulars and if it is correct then click on submit button .If you want to make any corrections then click reset button .

1.9.Filling up of forms:

1.9.1.Colour coding:

The next step is to fill the digital forms generated. Before filling up the forms we need to understand the colour coding used in the forms page which will make our task easier.

- Blue colour for the form in use and Active
- Green colour for the form which is completed or Done .
- Orange colour for the forms which are optional;
- Red colour for the forms which are mandatory to be filled up.

Filing Form

Active Done Optional Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Case Detail 6 Act-Services 7 Subordinate Court
 8 Sign Method 9 Upload Document 10 Pay Court Fee 11 Affimation 12 View

Though there are optional forms and optional fields it is advisable to fill up all the details because only then you can have a complete digital picture of your e filed case. And don't forget that after filling up each and every form click "SAVE" and then "NEXT".

SAVE **Next**

1.9.2. Complainant/Petitioner form:

In the complainant/petitioner form you need to fill up all the details relating to the petitioner. And the fields with red star are mandatory. But it is advisable to completely fill up all the details. For example the mail is given as optional .But only when you fill up email you can get various alerts to your inbox from the ecourts services. Hence fill up all details and click "SAVE" and then "NEXT".

Complainant / Petitioner Information

Organisation:	RAVINDRA MADHAVA	Email:	RAVINDRA.MADHAVA@GMAIL.COM
Complainant / Petitioner *:	RAVINDRA MADHAVA	Mode *:	ECOURT
Relation of Complainant / Petitioner with relative name *:	Father	Address *:	MADHAVA TRANSPORT, BALLARI
Relative Name *:	RAMAKRISHNA	State *:	KARNATAKA
Date of Birth:	DD/MM/YYYY	District *:	BALLARI
Age *:	45	Taluka *:	SHEDDAP
Gender *:	Male	Town:	BALLARI
Religion:	HINDU	Ward:	SELECT WARD
Caste:	BRAMHMIN	Village:	SELECT VILLAGE
		Pincode:	573102
		Police Station Code *:	Select Police Station

SAVE **Next**

1.9.3.e filing number:

The Saved Form will generate an e Filing Number at the Right Top. It can be noted for your reference.

e-Filing No : EC-KABIFF-00012-2020

1.9.4. Respondent form:

The respondent form is similar to the petitioner form and hence fill up all the details relating to the respondent and click "SAVE" and then "NEXT" ..

After adding all the details you will get the message as **respondent added successfully**

Respondent added successfully!

1.9.5. Extra information Form (optional):

If you wish to fill up any extra information regarding complainant or accused, like the Passport number, Pan card number, Fax number, Phone number, Alternate Address it can be filled up under this form. Though this form is optional it is advisable that these all particulars to be filled up as far as possible. After filling up the extra information, click on Save button and; then Click on Next button. But If you do not want to fill the extra

information about the Complainant/Petitioner or Accused/Respondent then directly click on the **Next** button.

1.9.6. Extra Party Details :

The Extra Party information arises in cases where there are more than one parties on the Complainants/Accused side or on the Petitioners/Respondents side or on both sides. Though this Form is also optional, it is highly recommended that it need to be filled up because once this form is submitted it cannot be modified later .

Note 1. Once you submit this file, can not modify extra party.
2. It is recommended to fill in Extra Party details though not mandatory

Previous

SAVE

Next

1.9.7 Case Details:

The Case Details Form contain the particulars of Cause of Action Details/ Date/ Dispute Place, the claim amount, Any Important Information/ Subject/ Reason, the Prayer, Relief Particulars.

1.9.7.1. Hide Party:

Hide party is an important option in Case details form. In case of offenses against women and children, POSCO act matrimonial disputes wherever law mandates the protection of the identity of the Victim or petitioner then this option should be enabled so that the privacy of the petitioner will be protected and the mandate of law can be complied with. Hence the identity of the Hide party option enabled person will not be revealed in the digital screens !

1.9.8. Act-Section:

Fill the details of the Act and Section and save the details and then click Next to move to the next form .

Act Information

Act * : CODE OF CIVIL PROCEDURE

Act Section * : ORDER 21 RULE 11

Add more

Previous SAVE Next

1.9.9. Signing Method:

- In the e-signing option, there are three options to sign
- uploaded and later on e signing Using Aadhar
- uploaded using digital signature digital token.
- Uploaded and later on e signing using mobile OTP. You can choose any one option and then proceed further by clicking SAVE and NEXT .

Document(s) PDF(s) will be * :

uploaded and later on eSigned using my Aadhaar

uploaded digitally signed using Digital Token

uploaded and later on eVerified using mobile OTP

If eSign using Aadhaar will be failed two times due to any technical reasons e-Verification using Mobile will be automatically displayed at the very same page to proceed further

NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents digitally signed by token. Otherwise, later you have to eSign those by providing your Aadhar no. Therefore, it is suggested to choose the option carefully as you will not be able to change this option later during filing of this Case.

Previous SAVE Next

1.9.10. Upload Document:

Document Information

Document Title:

Document Type:

File:

NOTE: Please upload pdf file only (PDF file name max length can be 45 characters only. Only digits, characters, spaces, hyphen and underscore are allowed.). Max. PDF file size 10MB.

Previous **UPLOAD** **Next**

Document Name	Type	Index	Pages	Remove
1 PETITION	PETITION COPY	1-1	1	
2 VAKALATHWAMA	VAKALATHWAMA	1-3	2	

Show: 10 entries

Next

Document Information

Document Title:

Document Type:

File:

NOTE: Please upload pdf file only (PDF file name max length can be 45 characters only. Only digits, characters, spaces, hyphen and underscore are allowed.). Max. PDF file size 10MB.

Previous **UPLOAD** **Next**

Document Name	Type	Index	Pages	Remove
1 PETITION	PETITION COPY	1-1	1	
2 VAKALATHWAMA	VAKALATHWAMA	1-3	2	

Show: 10 entries

Next

1.9.11. Pay court fees:

For making payment of court fee you can make online payment or through Challan payment and upload the challan details. After filing up payment details and clicking submit button, then click on **Next** button.

1.9.12 Affirmation and Verification of Applicant.

I. Applicant/Complainant/ Litigant Affirmation.

- Type the Name of the Applicant
- Type the mobile number of the Applicant
- Click on **Send OTP** button. Then, type the OTP received in the mobile number of the applicant and then Click on **Verify OTP** button.

1.9.13. Advocate Identification and Verification:

Advocate Identification and Verification

Advocate identification and Verification

Name * : Help

Mobile * : Help

Send OTP

- After the e-verification of applicant, then Advocate identification also to be verified accordingly.
- Type the name of the advocate
- Type the mobile number of the Advocate
- Click on the **Send OTP button**. Then, type the OTP received to your registered mobile number and then Click on **Verify OTP** button.

Document eVerified by Mobile OTP ✓

On Date : 02-05-2020 21:29:53 PM

Using Mobile : *****66

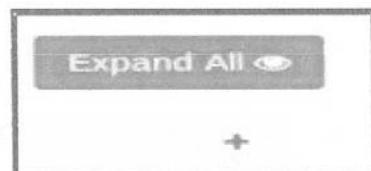
By Advocate : GURUPRASAD B. P

[View eVerification](#)

- After the verification of (i)the applicant and (ii) the Advocate, then Click on the **Next** button.

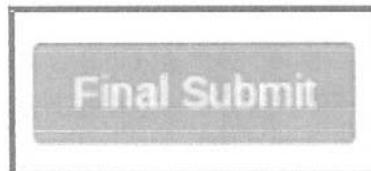
1.9.14 . View:

After filling up all the details, the filled up form details can be viewed using the 'EXPAND ALL" option or click on + to view the details against each category.



1.10. Final submit:

After checking all the details click the option "FINAL SUBMIT"



1.11. Submitted for approval of e filing admin :

E-filing number EC-KABIFF-00012-2020 submitted successfully for approval of E-filing Admin!

After final submit you will get the message that the e filing case number XXXX submitted successfully for approval of e filing admin.

1.12. Generate acknowledgment:

You can also generate acknowledgment for filing by clicking on Pending Acceptance option in the dashboard. From the files in the “Pending Acceptance option”, find

Category	Count
Draft	0
Pending Acceptance	3
Not Accepted	0
Delict Court Fee	0
Pending Delivery	0
Defective	0

out case by looking into the e filing no, case details, date and time of submission. and click on the e filing number of the concerned case as shown below.

Pending Acceptance			
Show	Search	Type	Submitted On
10			
1			
2			
3			

1. E.C. HABIBI
P-0012-2020
EFILING TEST
BALLARI
KARNATAKA

2. E.C. HABIBI
P-0013-2020
EFILING TEST
BALLARI
KARNATAKA

3. E.C. HABIBI
P-0014-2020
EFILING TEST
BALLARI
KARNATAKA

4. E.C. HABIBI
P-0015-2020
EFILING TEST
BALLARI
KARNATAKA

5. E.C. HABIBI
P-0016-2020
EFILING TEST
BALLARI
KARNATAKA

6. E.C. HABIBI
P-0017-2020
EFILING TEST
BALLARI
KARNATAKA

7. E.C. HABIBI
P-0018-2020
EFILING TEST
BALLARI
KARNATAKA

8. E.C. HABIBI
P-0019-2020
EFILING TEST
BALLARI
KARNATAKA

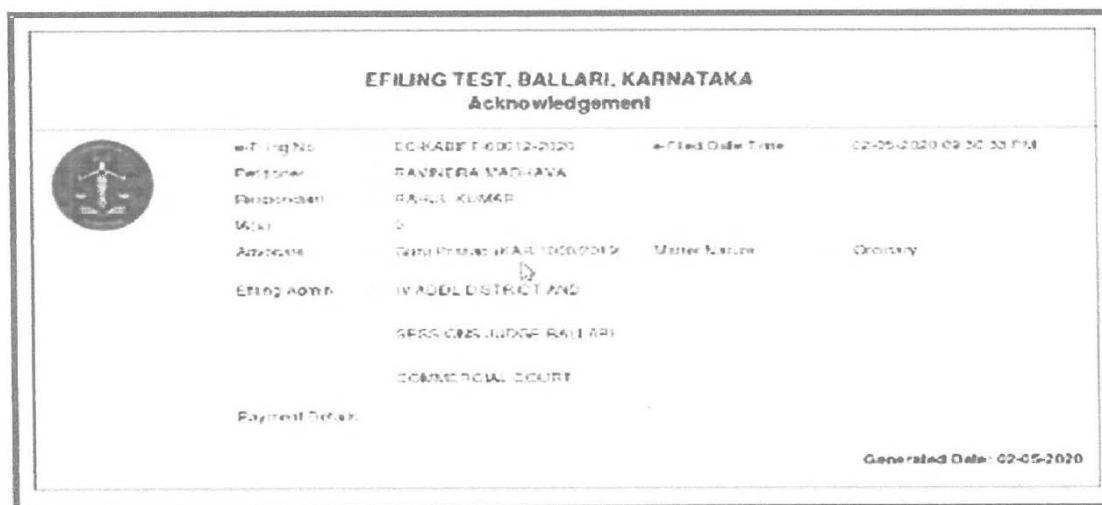
9. E.C. HABIBI
P-0020-2020
EFILING TEST
BALLARI
KARNATAKA

10. E.C. HABIBI
P-0021-2020
EFILING TEST
BALLARI
KARNATAKA

Then Click on the e Filing Acknowledgment button

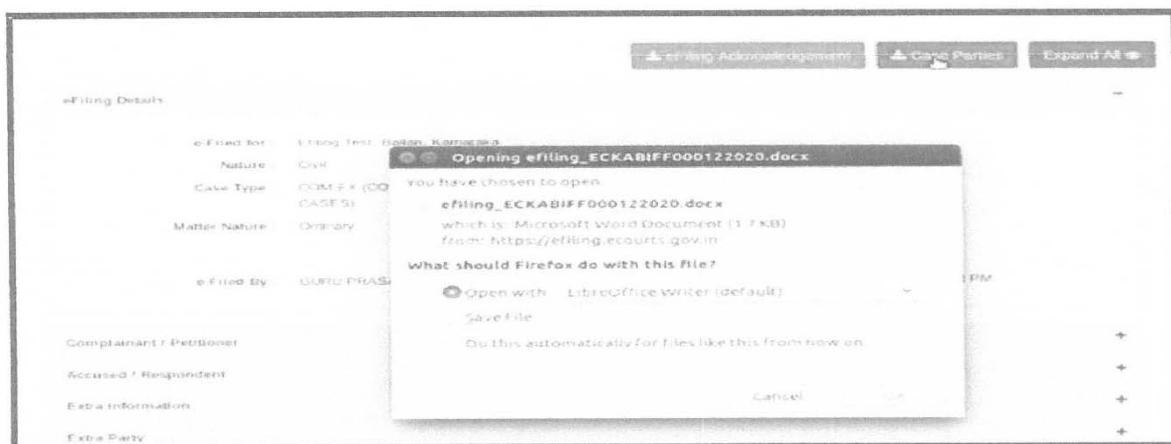
eFiling Acknowledgement

Now, the e filing acknowledgment gets downloaded automatically in PDF form as shown below.



1.13. Generate Case party details:

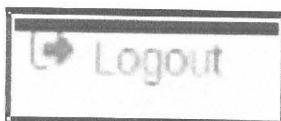
Similarly you can generate the case party details by clicking on the case parties option.



HIGH COURT OF JUDICATURE FOR EFILING TEST,,	
COM.EX.(COMMERCIAL EXECUTION CASES)	
1	Ravindra Madhaya W/o RAMAKRISHNA, Aged about 45 years, Resident of Madhay Transport, Ballari, Bellary, Ballari, Karnataka , India
	----Petitioners
	Versus
1	Rahul Kumar W/o SOMASHEKAR Resident of Amarapura,ballri, Bellary, Ballari, Karnataka , India

1.14. Logout:

Lastly, you can log out from the current session by going to the **Home** in the dashboard and then click on the **log out** icon on the right side top of the screen.



1.15. Conclusion:

Thus you can successfully e file a new case in the online e filing portal which has the added advantage of keeping track of the status of the case digitally through Dashboard options. So keep e filing new cases through e filing portal and join the new band of 'Digital Era Advocate'.

www.efiling.ecourts.gov.in

e-Filing Status

 29	 17
 0	 0
 0	 0
 0	 0
 0	 0

e-Filing Cases

 0	 0
 0	 0
 0	 0

**ONLINE EFILING PORTAL
FOR HIGH COURTS &
DISTRICT COURTS IN INDIA**

 **eCommittee**
Supreme Court of India

APPENDIX - II



**Register for eFiling for
High courts/District courts in India
And Become a Digital Era- Advocate**



Are you an advocate practicing in High court / District court of India ?

Do you want to file your case in the comfort of your office !

Do you want to file your case without visiting court complex !

Then choose eFiling -the digital online filing process.

10 step Registration procedure for Advocate
at eFiling portal www.efiling.ecourts.gov.in

Visit eFiling portal www.efiling.ecourts.gov.in and become a registered user by following the 10 steps hereunder .

GETTING STARTED

Before starting registration keep the following details ready

(i) Details of your mobile number, email ID registered with court database

(ii) Details of your bar enrolment number

(iii) Digital Photo in Jpeg/Jpg format of size of size between 5KB and 5 MB .

(iv) Identity proof (Any one Pan card /aadhar card/ Voter card/ Driving license/ Bar Registration certificate formate of size between 5KB and 5 MB .

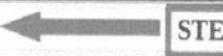
(v) Smartphone/laptop with internet connection

As it is a time bound registration you need to complete within 18 minutes

Dont start registration without having all the above details ready !

Lets start Registration .

STEP 1. Visit www.efiling.ecourts.gov.in

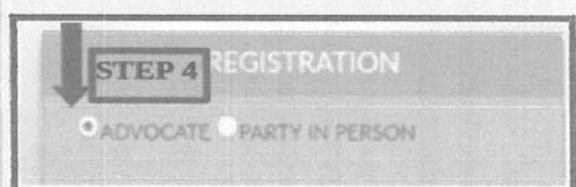
 **STEP 1**



[NJDG](#) [Supreme Court](#) [High Court](#) [District Court](#)


STEP-2 Select your< state>

(i) by clicking on the drop list (or)
 (ii) by clicking the state directly from the India map

**STEP 3: Click "Register " in the login page****STEP 4: Select the radio button " Advocate" in the registration form**
**STEP 5: Fill up the following details**

- Mobile Number*
- Email ID*
- (* The mobile number and the email ID that is registered with the court where the advocate practices must be furnished. If mobile number and email id are not registered with court database then registration will not be completed and in that case contact concerned court for registering the same)
- Bar Registration Number of the Advocate
- Choose User ID (your preferable choice)
- Choose where you are Enrolled
- High Court/ court establishment
- Choose the Highcourt
- Enter the captcha
- Click " GET OTP"

Step 6: Check your registered mobile number and the registered email ID for OTP. You should receive 2 separate OTP in your mobile number and the email ID. In some cases you may receive one OTP in your mobile number alone, in that case enter the OTP received in your mobile number and proceed further.

STEP 7: Two OTP verification: If you have received Two OTPs, Enter the OTP received in your mobile number and the OTP received in your email id in the respective entry bar and click verify OTP.

(OR)

OTP VERIFICATION

OTP HAS BEEN SENT TO YOUR EMAILID AND MOBILE NUMBER.

MOBILE OTP *

Enter Mobile Number OTP

EMAIL OTP *

Enter Email Id OTP

198938

102260

Captcha

VERIFY OTP

**STEP 7
Two OTP
verification**

Step 7:One OTP verification : In some cases if you have received one OTP in your mobile number alone , then enter that OTP in the mobile OTP entry bar and click verify OTP .

OTP VERIFICATION

OTP HAS BEEN SENT TO YOUR EMAILID AND MOBILE NUMBER.

MOBILE OTP *

123

102260

VERIFY OTP

**STEP 7
One OTP
verification**

STEP 8

REGISTER

PASSWORD

CONFIRM PASSWORD

Enter Password

Confirm Password

FIRST NAME

LAST NAME

Enter First Name

Enter Last Name

OTHER CONTACT NO

GENDER

Enter Other Contact Number

Male

DATE OF BIRTH

ADDRESS LINE 1

Enter Date of Birth

Address Line 1

ADDRESS LINE 2

CITY

Address Line 2

Enter City

STATE

PINCODE

Select State

Enter PinCode

PHOTO (IMAGE SIZE SHOULD BE BETWEEN 50 KB AND 50 KB, IN JPEG FORMAT)

Choose File No file chosen

Choose File No file chosen

CAPTCHA

267106

Select Id Proof Type

REGISTER

STEP 8: Fill other Details

- Password *
- (Password must contain minimum 8 digit and must include 1 uppercase character, 1 lowercase character, 1 number, 1 special character)
- Confirm password
- First name
- Last name
- Other contact number
- Gender
- Date of Birth (DD/MM/YYYY)
- Address Line 1
- Address Line 2
- City
- State
- Pincode

Step 9 Upload your Photo and ID:

- Upload your Photo (in Jpeg/Jpg format of size less between 5 KB and 5 MB) using "Choose file" option.
- Upload Identity proof in image size less than 5 KB and 5 MB using the "Choose file" option.
- Suppose you don't have digital photograph, just take a photo from your smart phone and upload.
- Similarly, if you don't have digital copy of your ID cards, then you can take a photo or scan the ID cards using any scan application and upload. Before uploading ensure that your photo and the ID card are in the format Jpeg or jpg and in size between 5 KB and 5 MB.
- Then you have to choose the type of ID card uploaded i.e Pan card/ aadhar card/ Voter Card/Driving license/Bar registartion certificate from the drop box.

PHOTO * IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 5 MB, IN JPEG OR JPG FORMAT

ID * IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 5 MB, IN JPEG OR JPG FORMAT

Browse... Browse...

CAPTCHA *

260452

STEP 9

Select Id Proof Type

STEP 10: Finally enter the captcha code given in box and click the "Register" button to complete the Registration process.
You will finally get the message "Registered successfully"

CAPTCHA

267106

STEP 10

Select Id Proof Type

REGISTER

Registered successfully

You have successfully become a registered Advocate of eFiling .

Welcome to the digital world of eFiling of High courts /District courts of India .

Start eFiling your cases from the comfort of your office



Circulated by
eCommittee, Supreme Court of India.



APPENDIX-III

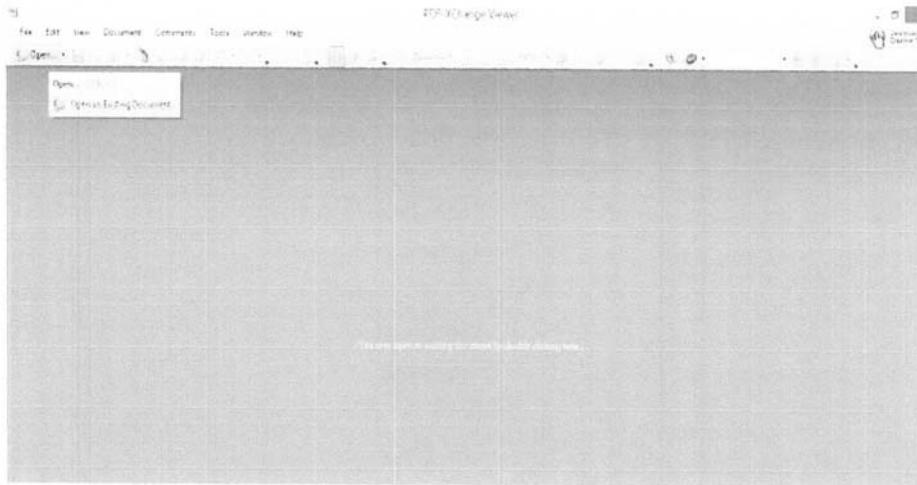
Procedure for converting a document into an OCR searchable PDF.

There are many free & trial version software available online that can be downloaded from internet for creating OCR in PDF files. These includes PDF -XChange viewer, Acrobat Adobe, Abbyy FineReader etc.

Open the PDF file containing a scanned image you wish to Convert in OCR Format

Using PDF- XChange Viewer – free

From the main menu, select “Open” → “Open an Existing Document” → Open any PDF Document.



From the main menu, select "Document" → "OCR Pages".



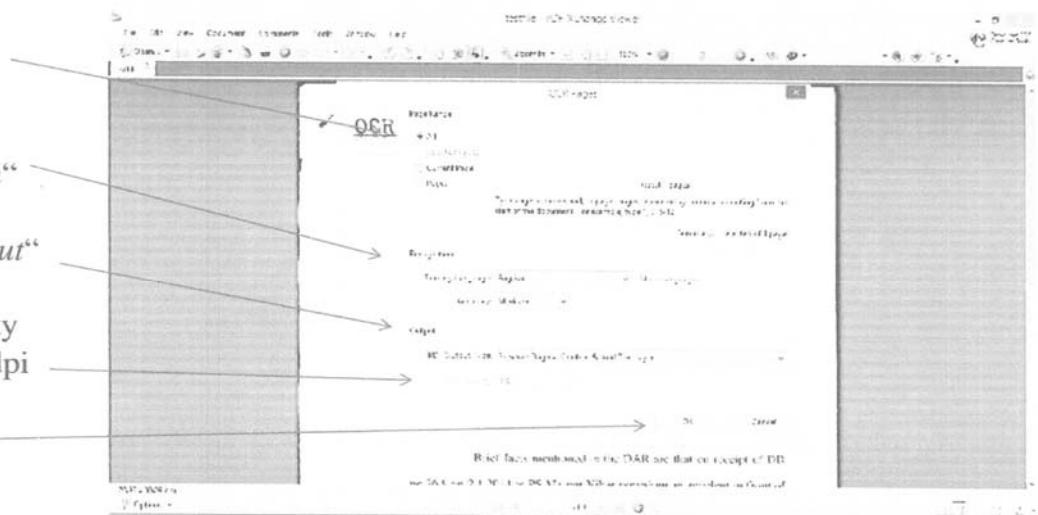
Select "Page Range"

Select "Recognition"

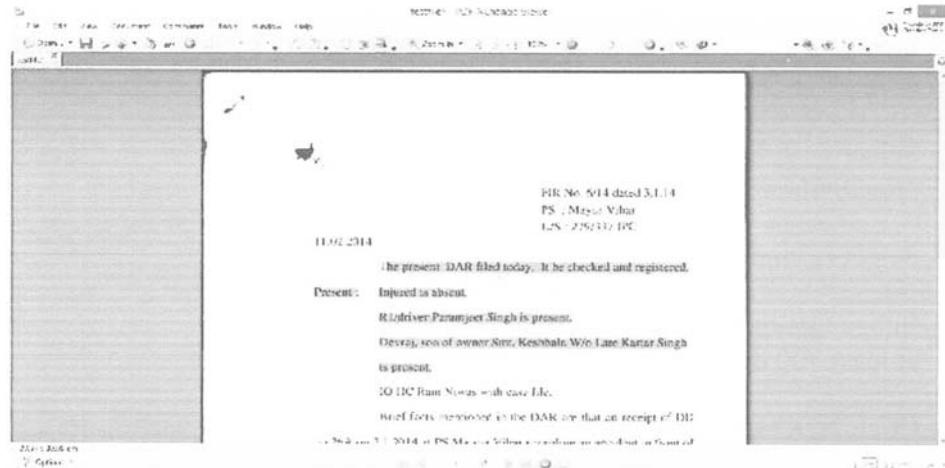
Select "Output"

Image Quality at least 300 dpi

Click "OK"



Document in
OCR Format



APPENDIX - IV

Please go to the website - <http://cca.gov.in> to get the list of Licensed CAs-

Licensed CAs

- 1. Safescript
- 2. IDRBT
- 3. (n)Code Solutions
- 4. e-Mudhra
- 5. CDAC
- 6. Capricorn
- 7. NSDL e-Gov
- 8. Vsign (Veravsys)
- 9. Indian Air Force
- 10. CSC
- 11. RISL (RajCom)
- 12. Indian Army
- 13. IDSign
- 14. CDSL Ventures
- 15. Panta Sign

Home > Licensed CAs

Licensed CAs

Licensed CAs - Disclosure Records

SAFE SCRYPT
The most advanced security solution

IDRBT

inCode

emudhra

सीडीसी सोल्यूशन्स

Capricorn

NSDL Technology Foundation

VSIGN

RISL (RajCom) Info Services Ltd.

INDIA ARMY

CSC

NSDL

RISL

CDSL Ventures Limited

Panta Sign

CA Services Overview

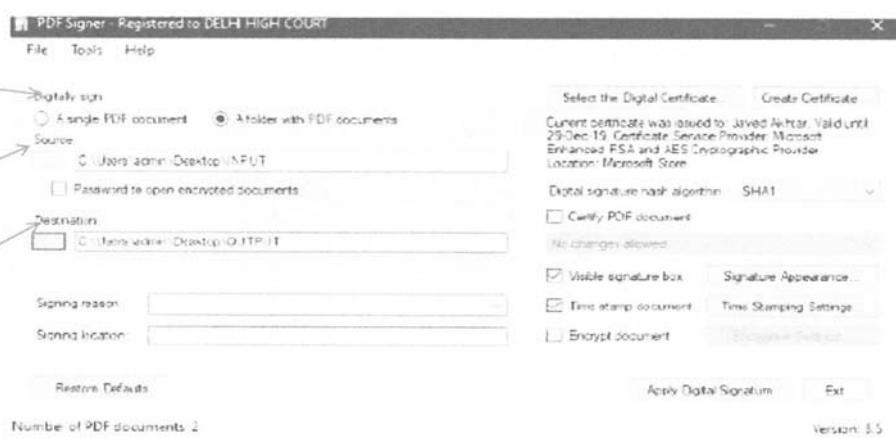
Procedure for Digital Signature

1. Using PDF Signer.

2. Select “A single PDF document” or “A Folder with PDF documents”.

3. Select Source

4. Select Destination

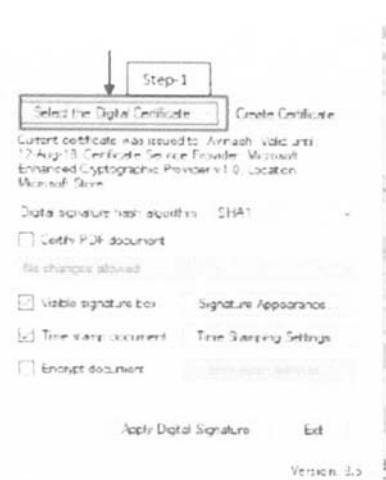


1. Select Digital Certificate



2. Select your Name.

3. Click OK

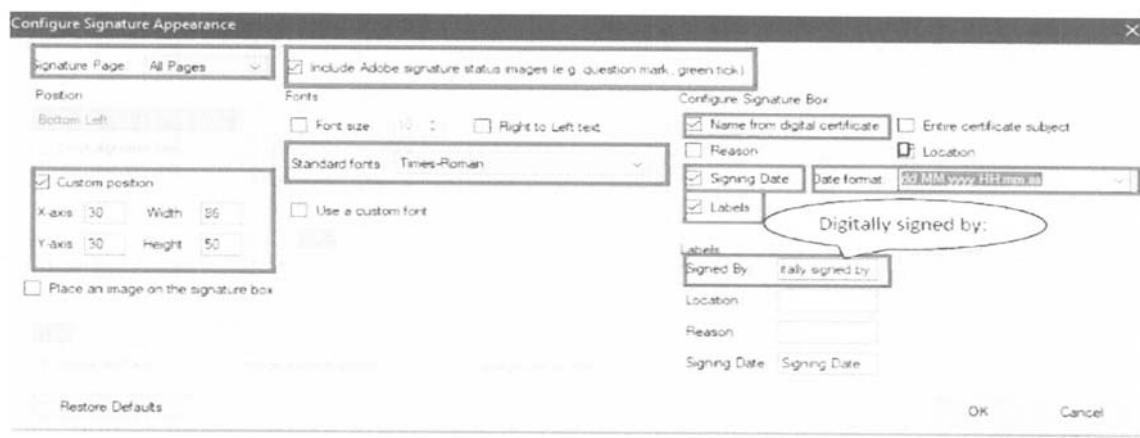


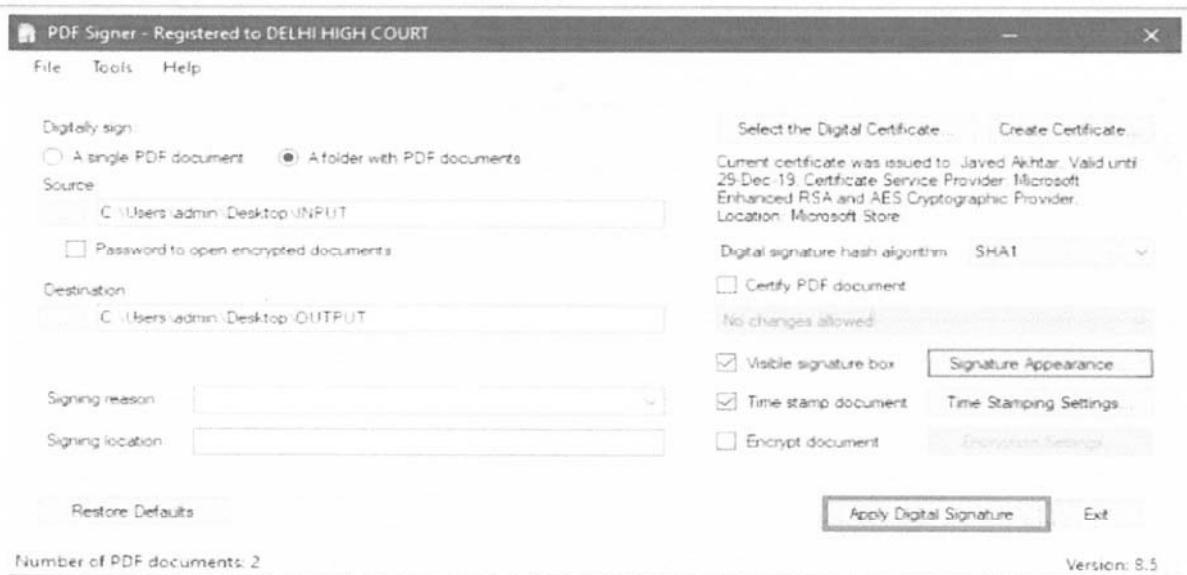
Apply Digital Signature

Exit

Version 3.5







1. Go to
Destination
Folder &
check
Digitally
signed PDF
File

IN THE HIGH COURT OF DELHI AT NEW DELHI
ABC XYZ 2020
X
Appellant
Through
Veru
Y
Respondent
Through
CORAM
HCU
19 ORDER
01.10.2019

2. PDF File After
Digital
Signature

OCTOBER 01, 2019

3. Digital
Signature

ABC XYZ 2020

Page 1 of 1



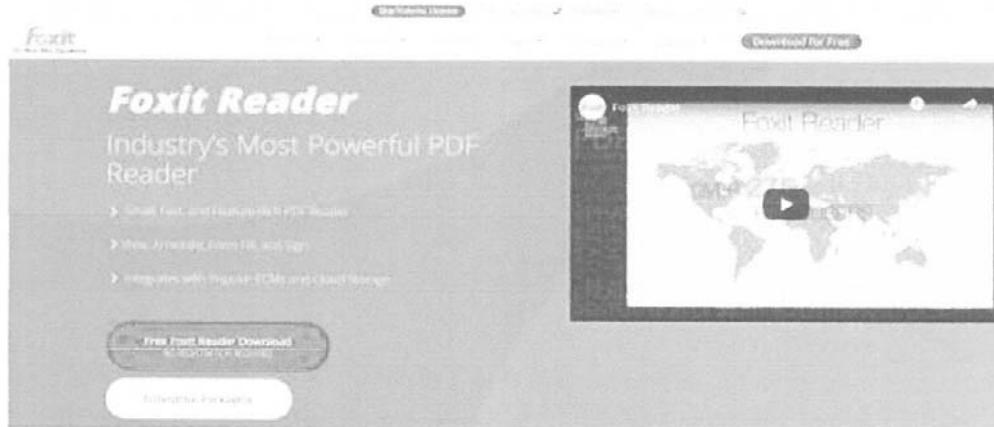
APPENDIX - V

There are many free software program available online that can be downloaded from internet for creating bookmarks in PDF files. These includes Foxit Reader, Abbyy FineReader, Adobe Acrobat etc.

Foxit Reader(Using for Bookmark)

Download the software from website

<https://www.foxitsoftware.com/pdf-reader>. The software program may be downloaded by clicking on Free Foxit Reader Download link available on website.



Open the PDF file to Bookmark

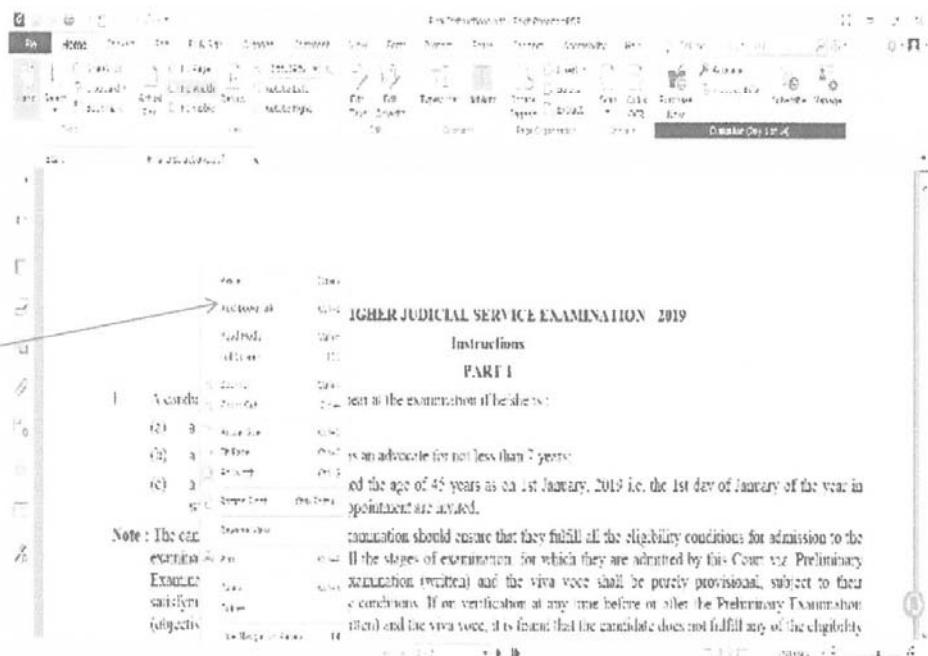
Using Foxit Reader – free trial

Select & open
the PDF
document to
make
bookmark



Using Foxit Reader – free trial

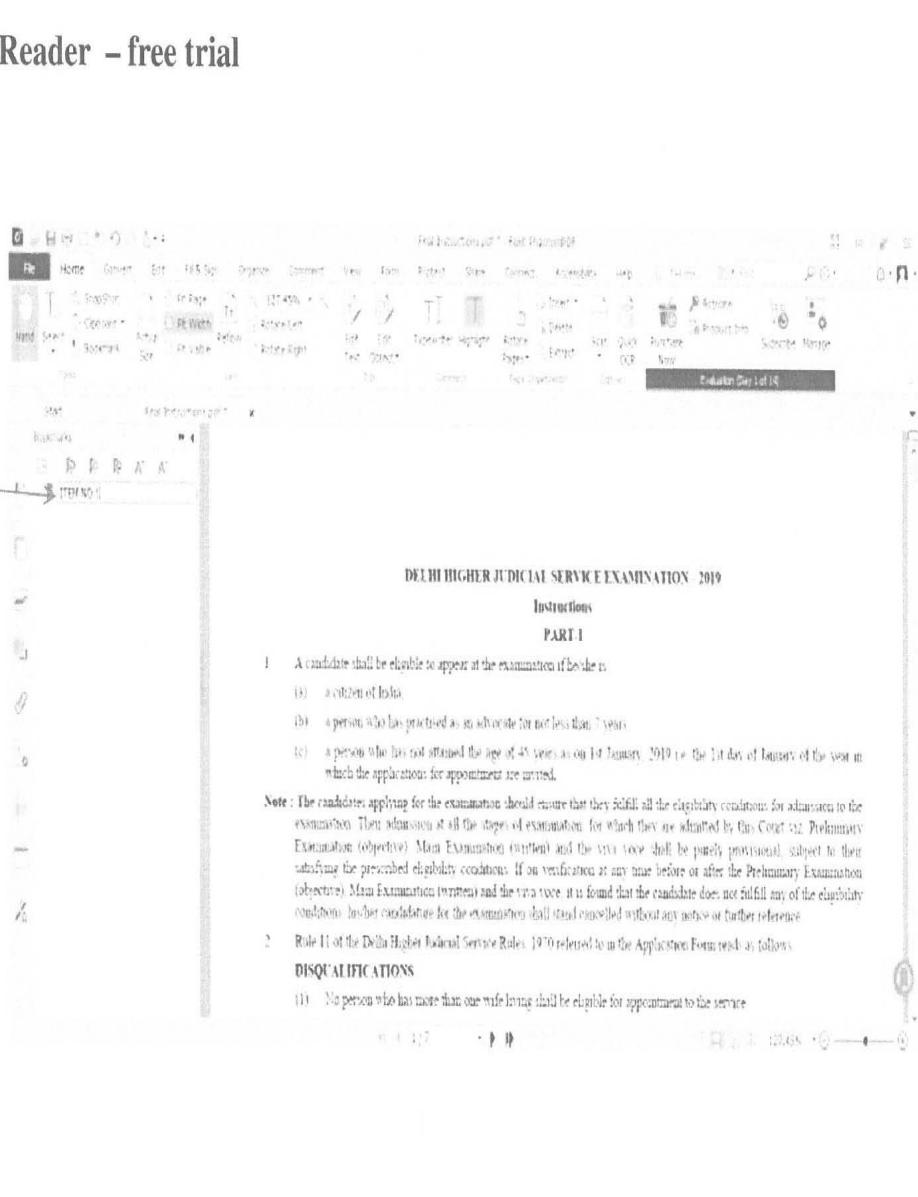
Right-click the selection and click Add Bookmark... on the shortcut menu or Press Ctrl+B → Click on Add Bookmark (Bookmarks panel will open)



Using Foxit Reader – free trial

1. Type the name of your Bookmark

2. By default, the newly created bookmark will point to the start of the current page.



The screenshot shows the Foxit Reader application window. The title bar reads "Foxit Reader 9.0.2.10000 - Foxit PDF Reader". The menu bar includes "File", "Home", "Create", "Edit", "File Size", "Properties", "Comment", "View", "Form", "Printed", "Open", "Search", "Annotations", "Help", and "File Size". The toolbar includes icons for "New", "Open", "Save", "Print", "Find", "Search", "Annotations", "Page", "Print", "Print Preview", "Save", "Print", "Print Preview", and "Save". The left sidebar shows a "Bookmarks" list with a single item: "DELHI HIGHER JUDICIAL SERVICE EXAMINATION - 2019". The main content area displays the "DELHI HIGHER JUDICIAL SERVICE EXAMINATION - 2019" document. The page is titled "INSTRUCTIONS" and "PART I". It contains a list of requirements for candidates, including being a citizen of India, having practiced as an advocate for at least 7 years, and being at least 45 years old on 19 January 2019. It also includes a note about fulfilling eligibility conditions for both written and viva voce examinations. The bottom of the page contains a "DISQUALIFICATIONS" section and a note about Rule 11 of the Delhi Higher Judicial Service Rules, 1970.

DELHI HIGHER JUDICIAL SERVICE EXAMINATION - 2019

INSTRUCTIONS

PART I

1. A candidate shall be eligible to appear at the examination if he/she is:

- a citizen of India
- a person who has practiced as an advocate for not less than 7 years
- a person who has not attained the age of 45 years as on 19 January, 2019 (i.e. the 1st day of January of the year in which the application for appointment is submitted).

Note : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination, for which they are admitted by this Court (i.e. Preliminary Examination (objective), Main Examination (written) and the viva voce) shall be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Preliminary Examination (objective), Main Examination (written) and the viva voce, it is found that the candidate does not fulfill any of the eligibility conditions, his/her candidature for the examination shall stand canceled without any notice or further reference.

2. Rule 11 of the Delhi Higher Judicial Service Rules, 1970 referred to in the Application Form reads as follows:

DISQUALIFICATIONS

- No person who has more than one wife living shall be eligible for appointment to the service.

APPENDIX-VI

Procedure for filing Caveat



In this you can do Document filing in the already filed matter.

1) There is a submenu
Caveat available in e-Filing
menu.

1) Select Case Type

2) Enter Caveator's & Non-
Caveator's Details

3) Enter Impugned Order
details

3) Add e-court fee

4) Select document
to be upload

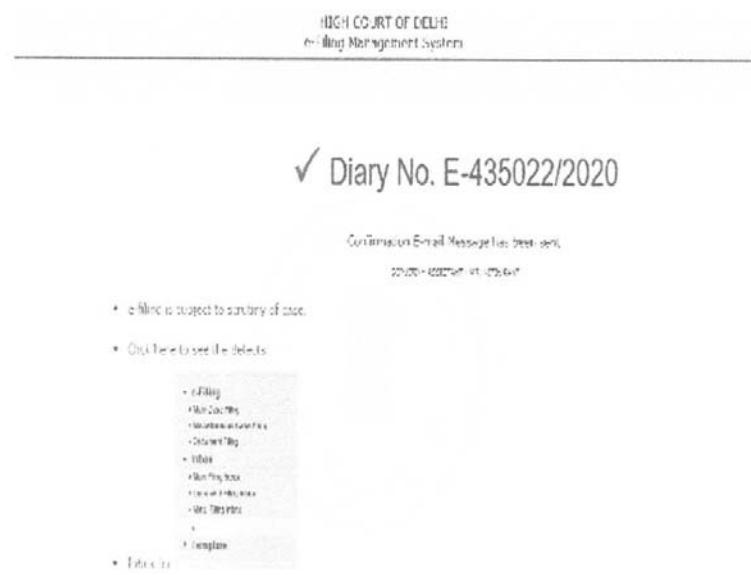
5) Click on *Save* button to
submit the Filing.

Case Type: Civil Suit
Case Number: 2023/1234567890
Filing Date: 2023-01-15
Case Status: Pending
Change Password
Logout

Enter e-Court Fee Details for Case
Document Type: Civil Suit
Amount: 1000
Save



After uploading, the following screen will appear with the Diary number for the case you have filed





INBOX: Now you can track the status of Caveat through your inbox.

1.) Click on the Caveat Inbox sub menu under Inbox menu

HIGH COURT OF DELHI
e-Filing Management System

2.) under Caveat Inbox there are two tabs viz

SCRUTINY--- Lists the cases which are in scrutiny stage

DEFECTIVE--- Lists the cases which are in defective stage

BY ORDER OF HON'BLE THE CHIEF JUSTICE AND JUDGES.

ARUN KUMAR AGGARWAL,
Registrar (Rules)
for Registrar General.